

I. Permittee Information

Permittee Name

City of Des Moines

Permittee Coverage Number

WAR04-5511

Contact Name

Loren Reinhold

Phone Number

206-870-6524

Mailing Address

21650 11th Avenue South

City

Des Moines

State

WA

Zip + 4

98198-6398

Email Address

lreinhold@desmoineswa.gov

II. Regulated Small MS4 Location

Jurisdiction

King County

Entity Type: Check the box that applies

County

City/Town

Other

X

Major Receiving Water(s)

Puget Sound & Green River

III. Relying on another Governmental Entity

If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. *Attach a copy of your agreement with the other entity to provide additional detail.*

Name of Entity:

N/A


Permit Obligation(s):

N/A

IV. Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that Qualified Personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.

Name <u></u>	Title <u>Asst. Director - Utilities & Environmental Engineering</u>	Date <u>3/28/13</u>
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

NOTE: For clarification on how to answer questions, place cursor over cells with red flags.

NOTE: Please answer all questions.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		SWMP Document Included	City of Des Moines Stormwater Management Program 2012
2. Attached a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	N/A		No changes in geographic area of permit coverage	N/A
3. Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	Y		The City has a number of tracking systems in place, including: Complaints: Website reporting form; Phone hotline. Data Tracking: We have developed a spreadsheet to log all complaints & responses (includes who responds and nature of the incident). CityWorks software being implemented starting in 2012 to map/identify stormwater facilities and inspections/maintenance.	
4. Tracked costs or estimated costs of the development and implementation of the SWMP? (S5.A.3.a)	Y		The City's budget tracking system is used to monitor expenditures such as staff time, project and equipment purchases used towards the NPDES program through account numbers dedicated to the program.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
5. SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? (S5.C.1)	Y			
6. Number of public education and outreach activities implemented:		7+	Quarterly City newsletter, installation of drainage markers, Puget Sound Starts Here campaign, televised City Council meetings	
7. Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (S5.C.2.a)	Y		Through the City website, the public is invited to comment on the SWMP and provide comments in writing to City staff. Any comments are compiled and reviewed by a City Council Committee. Any changes to the SWMP by the Council Committee are incorporated into the SWMP and then	
8. Implemented a process for public involvement and consideration of public comments on the SWMP? (S5.C.2.a)	Y		See answer to Question 7.	
9. Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		Posted on City's website: www.desmoineswa.gov/index.aspx?nid=308	
10. Posted the SWMP and latest annual report on Permittee's website. (S5.C.2.b)	Y		Posted on City's website: www.desmoineswa.gov/index.aspx?nid=308	
11. NOTE website address in <i>Attachment</i> field:				
12. Maintained a map of your MS4, including requirements listed in S5.C.3.a.i-iii?	Y			
13. Map has been made available upon request? (S5.C.3.a.iv)	Y			
14. Implemented an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4? (S5.C.3.b)	Y		IDDE ordinance for detecting and removing illicit discharges and illegal connections codified as Chapter 11.20 Des Moines Municipal Code in 2009.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
15. Implemented an ongoing program to detect and address non-stormwater illicit discharges, including spills, and illicit connections into the Permittee's MS4? (S5.C.3.c)	Y		Western Washington IDDE Manual	
16. Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identifying previously unknown outfalls, and detecting illicit discharges. (S5.C.3.c.ii)	Y		Outfalls have been identified, mapped, inspected.	
17. Conducted field assessments on at least one high priority water body? (S5.C.3.c.ii)	Y			
18. Implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? (S5.C.3.c.iii)	Y		City uses the IDDE Guidance Manual Program Development and Technical Assessments by the Center for Watershed Protection, and Chapter 11.20 DMMC	
19. Implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures? (S5.C.3.c.iv)	Y		City uses the IDDE Guidance Manual Program Development and Technical Assessments by the Center for Watershed Protection, and Chapter 11.20 DMMC	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
20.	Implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated? (S5.C.3.c.v.)	Y		City uses the IDDE Guidance Manual Program Development and Technical Assessments by the Center for Watershed Protection, and Chapter 11.20 DMMC	
21.	Provided updated information to public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? (S5.C.3.d)	Y		Handouts, mailings, City newsletters, community group presentation, employee training	
22.	Distributed appropriate information to target audiences identified pursuant to S5.C.1? (S5.C.3.d.i)	Y			
23.	Publicized and maintained a hotline or other local telephone number for public reporting of spills and other illicit discharges? (S5.C.3.d.ii)	Y		Business Hours: 206-870-6869; After-hours: 206-550-5612	
24.	Number of hotline calls received:		18	Total calls, emails, in-person reports	
25.	Number of follow-up actions taken in response to calls:		18	All sites visited a minimum of one time	
26.	NOTE hotline number in <i>Comments</i> field	Y			
27.	Number of illicit discharges identified (S5.C.3.e):		9		
28.	Number of inspections made for illicit connections (S5.C.3.e):		9	All sites visited a minimum of one time	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
29. Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? (S5.C.3.f.i)	Y		Training provided by Herrera Environmental Consultant Inc.	
30. Implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/connection for all municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system? (S5.C.3.f.ii.)	Y			
31. Applied stormwater runoff program to private and public development, including roads? (S5.C.4)	Y			
32. Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (S5.C.4)	Y			
33. Implemented a regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (S5.C.4.a)	Y		The City adopted an ordinance to regulate/control stormwater runoff from new development, redevelopment and construction site activities in 2009 (Chapter 11.20 DMMC)	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
34.	Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4? (S5.A.4)	Y		Disturbance of land over 200 square feet is required to obtain a land clearing and grading permit but not required to prepare Erosion and Sediment Control Manual (Chapter 11.20 DMMC)	
35.	Number of exceptions to the minimum requirements in Appendix 1 granted (S5.C.4.a.i and Appendix 1)?		0		
36.	Number of variances to the minimum requirements in Appendix 1 allowed (S5.C.4.a.i and Appendix 1)?		0		
37.	Implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? (S5.C.4.b)	Y			
38.	Reviewed Stormwater Site Plans for new development and redevelopment projects that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of development or sale? (S5.C.4.b.i)	Y			
39.	Number of site plans reviewed during the reporting period:		0		
40.	Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Potential? (S5.C.4.b.ii and v)	N/A			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
41.	Number of qualifying sites inspected prior to clearing and construction during the reporting period:		N/A		
42.	Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? (S5.C.4.b.iii and v)	Y			
43.	Number of sites inspected during the construction phase for the reporting period:		1		
44.	Based on inspections at new development and redevelopment construction projects, enforced requirements related to the proper installation and maintenance of erosion and sediment controls? (S5.C.4.b.iii and vi)	Y			
45.	Number of enforcement actions taken during the reporting period:		N/A		
46.	Inspected qualifying permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (S5.C.4.b.iv and v)	N/A			
47.	Number of qualifying sites known during the reporting period:		N/A		
48.	Number of qualifying sites inspected during the reporting period:		N/A		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
49. Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying permitted development sites (S5.C.4.b.iv)	Y			
50. Enforced regulations to ensure proper installation of permanent stormwater controls? (S5.C.4.b.iv)	Y			
51. Number of enforcement actions taken during the reporting period:		0		
52. Implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities permitted and constructed pursuant to S5.C.4.a. and b.? (S5.C.4.c)	Y			
53. Annually inspected all post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects permitted according to S5.C.4.b. (unless maintenance records justify a different frequency)? (S5.C.4.c.iii)	Y			
54. If using reduced inspection frequency, Attached documentation as per S5.C.4.c.iii?	N/A			
55. Performed timely maintenance of post-construction stormwater facilities and BMPs as per S5.C.4.c.ii?	Y			
56. Attached documentation of any maintenance delays. (S5.C.4.c.ii)	N/A			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57. Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest house construction (i.e., 1 to 2 years following subdivision approval) to identify maintenance needs and enforce compliance with maintenance standards as needed? (S5.C.4.c.iv)	Y			
58. Number of facilities inspected during the reporting period:		64	Estimate	
59. Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? (S5.C.4.d)	Y			
60. Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)	Y			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
61. All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these activities? (S5.C.4.f)	Y			
62. Performed timely maintenance as per S5.C.5.a.ii?	Y			
63. Attached documentation of any maintenance delays. (S5.C.5.a.ii)	N/A			
64. Implemented a program designed to annually inspect and maintained all stormwater treatment and flow control facilities (other than catch basins)? (S5.C.5.b)	Y			
65. Number of known facilities:		63*	*63 public facilities; 67 private facilities. At the end of the permit cycle, 93% of the private facilities and 95% of the public facilities had been inspected.	
66. Number of facilities inspected during the reporting period:		63*	*63 public facilities; 67 private facilities. At the end of the permit cycle, 93% of the private facilities and 95% of the public facilities had been inspected.	
67. If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? (S5.C.5.b)	Y		The City identified selected facilities for reduced inspection frequency during reporting year 2010.	
68. Conducted spot checks of stormwater facilities after major storms? (S5.C.5.c)	Y			
69. Number of known facilities:		28		
70. Number of facilities inspected during the reporting period:		28	estimate	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71.	Inspected 20% of municipally owned or operated catch basins at least once before the end of the Permit term? (S5.C.5.d and Permit Reference Table)	Y			
72.	Number of known catch basins:		4923	estimate	
73.	Number of inspections:		3014	Estimate. These are the ones that were inspected and cleaned during reporting year 2012. All the public basins had been cleaned at least one time during the previous permit life cycle.	
74.	Number of catch basins cleaned:		3014	See comment for #73 above.	
75.	Implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? (S5.C.5.f)	Y		The City has developed a SWPPP manual for stormwater crews to be used to reduce stormwater impacts associated with runoff from streets, parking lots, roads, etc. The City also uses the King County Best Management Practices (BMP) Manual.	
76.	Implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control facilities? (S5.C.5.g)	Y			
77.	Implemented an operations and maintenance (O&M) training program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (S5.C.5.h.)	Y			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
78. Implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit? (S5.C.5.i)	Y			
79. Complied with the specific requirements associated with approved TMDLs identified in Appendix 2? (S7.A and Permit Reference Table)	N/A			
80. Attached status report of TMDL implementation? (S7.A and Permit Reference Table)	N/A			
81. Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A and Permit Reference Table)	N/A			
82. Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an imminent threat to human health or the environment? (G3)	N/A			
83. Took appropriate action to correct or minimize discharges into or from the MS4 which could constitute a threat to human health, welfare, or the environment? (G3)	N/A			

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
84.	Attached a summary of the status of implementation of any actions taken pursuant to S4.F and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)	N/A			
85.	Notified Ecology of the failure to comply with any permit term or condition within 30 days of becoming aware of the non-compliance? (G20)	N/A			

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for all annual reports.

NOTE: Please note in Row 1 of the table if you have no information to report.

NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

A. Information Collection

Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)

Who/how to contact for additional information?

1. N/A	
2.	
3.	
4.	
5.	
6.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

B. SWMP Evaluation (S8.B & S9)

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Answer **NA** if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2 and S9)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	Y	The City uses City newsletters, brochures, and local TV channels to reach the community. The City implements multiple education and outreach approaches, including car wash kits and auto services posters.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	Y	The City provides opportunities for public comment and participation in the development of the SWMP.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	Y	The City's IDDE program is successful in eliminating known illicit discharges and illegal connections to the City's MS4.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	Y	The Construction run-off program is successful in reducing stormwater pollution.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	Y	The post-construction inspection is successful in reducing stormwater pollution.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	Y	An Operation and Maintenance Program was implemented in 2010.

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for all annual reports.

C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying Changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

	Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1	N/A				
2					
3					
4					
5					
6					
7					